

NOMINATION FORM

MISSOURI BUSINESS EDUCATION ASSOCIATION NEW PROFESSIONAL OF THE YEAR AWARD

Outstanding Contributions to Business Education by a New Business Teacher

ELIGIBILITY: The nominee must be a member of MBEA and a full-time business teacher in a comprehensive high school **OR** vocational, technical, and adult education program other than at the college level. Nominees must have taught business education for a minimum of three but not more than five years. Age is not a determining factor. The nominee also should have been involved in some capacity in professional organization activities for at least the past three consecutive years.

NOMINATION GUIDELINES

1. Nominations may be made by any MBEA member.
2. Nominations must be on the official form attached, becoming page 1 of the Nomination Dossier.
3. A description of the nominee's current position and significant accomplishments for business education (no more than one page in length) should be page 2 of the Nomination Dossier.
4. Supportive Information becomes pages 3-6. Each of the four sections will be no more than one page in length and consist of the following:
 - a. Page 3 - Section A - Professional Memberships and Activities (must include dates of service)
 2. Page 4 - Section B - Professional Contributions (may include presentations and publications)
 3. Page 5 - Section C - Education and Experience Background (to include educational preparation and work experience; should include dates of service for work experience)
 4. Page 6 - Section D - Civic and Community Involvement (to include civic, fraternal and/or honorary memberships and community activities or contributions)
5. Letters of support, limited to a maximum of five, should be pages 7-11 of the Nomination Dossier. **Letters should be one page in length.** These letters should come from the following individuals:
 1. Page 7 – Nominee's immediate supervisor
 2. Page 8 - An administrator
 3. Page 9 - A colleague or former student
 4. Page 10 - A community lay person
 5. Page 11 - Additional letter of choice
6. All materials should be word processed or typewritten in not smaller than 10 pt. type on 8 1/2 x 11 paper. All procedures must be followed for an application to be considered.

Five copies (5) of the nomination packet must be submitted to the MBEA Awards Chair and postmarked by May 1:

Debra Hoffman
1415 Douglas Drive
Jackson, MO 63755

**FAILURE TO FOLLOW ANY OF THE NOMINATION GUIDELINES WILL
RESULT IN DISQUALIFICATION OF THE NOMINEE**

For Committee Use Only:

Submitted _____

Resubmitted _____

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*Outstanding Contributions to Business Education by a
New Business Teacher*

Date _____

Nomination Form

Name of Nominee _____ School _____

Home Address _____ City _____ ST ____ ZIP _____

Home Phone _____ Email _____

Nominee's Current Title or Position _____ Years Taught _____

Endorsement Form

Name of Nominator _____

Home Address _____ City _____ ST ____ ZIP _____

Signature _____ Home Telephone _____

Email _____